

**YAKAMA NATION HUMAN RESOURCE DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2011-167 Issue Date: 09-20-11 Closing Date: 10-10-11

**No.1 Re-Advertisement
Certificate Specialist
Child Care & Development Fund
Department of Social Services
Hourly Wage: \$11.98/Full-Time/Regular**

Is responsible to perform clerical and financial duties in accordance with established program procedures. All work requires special attention to detail, accuracy, and maintaining information up-to-date. Is responsible to learn and use the J.D. Edwards financial system to process documents. Work is of a responsible nature and confidential. Accuracy is an important factor as errors could result in non-compliance issues or incorrect payments being made. Is responsible to maintain confidentiality of payments, provider files and clientele files. Due to the nature of responsibilities, workload and sensitive situations involving clients or providers must be able to work under stress.

Knowledge, Skills and Abilities:

- ❖ Must be computer literate, competent at word processing and able to prepare spreadsheets.
- ❖ Ability to learn the J.D. Edwards financial system and Tribal Child Care Data Tracker.
- ❖ Knowledge of correct business English, including grammar, spelling, punctuation and vocabulary.
- ❖ Knowledge of basic arithmetic.
- ❖ Ability to independently prepare correspondence and reports or drafts as requested.
- ❖ Knowledge of modern office equipment and practices.
- ❖ Knowledge of and ability to exercise professional telephone etiquette.
- ❖ Ability to perform at a high degree of professionalism.
- ❖ Ability to engage conversation with walk-in clients by showing interest and concern.
- ❖ Ability to promote a positive customer service environment with a friendly attitude.
- ❖ Ability to work in stressful situations and address established deadlines.
- ❖ Ability to express ideas and convey information effectively orally and in writing.
- ❖ Ability to establish and maintain effective working relationships with co-workers, public and private individuals, the public and other tribal program employees.

General Recruiting Indicators:

- ❖ Requires two years of progressively responsible office work experience at a level equivalent to an Office Assistant III.

OR,

- ❖ Substitute for experience on a month for month basis, successful completion of college level courses or training in office principles and practices up to a maximum of six months.
- ❖ Must pass pre-employment drug and alcohol test.
- ❖ Required to successfully pass a background check.